

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



AIR FORCE INSTRUCTION 36-2848

1 APRIL 2000

**AIR FORCE RESERVE COMMAND
Supplement 1**

28 SEPTEMBER 2001

Personnel

**AIR FORCE SECURITY FORCES AWARDS
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFSFC/SFM (CMSgt Armstrong)

Certified by: HQ USAF/XOF
(Brig Gen Richard Coleman)

Supersedes AFI 36-2848, 1 October 1998.

Pages: 16
Distribution: F

This instruction establishes the annual Air Force Security Forces (SF) Awards Program for individuals and units, and implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Program*. It explains eligibility rules and nomination procedures for each category. It applies to all security forces units and military and civilian personnel who perform security force duties. This publication also applies to the Air Force Reserve Command (AFRC) and Air National Guard (ANG) upon mobilization and when published in the ANG index 2. Records Management: Maintain and dispose of all records created as a result of prescribed process in this instruction in accordance with AFMAN 37-139, "Records Disposition Schedule".

(AFRC) This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-2848, 1 April 2000. The OPR for this supplement is HQ AFRC/SFE (SMSgt Richard M. Trull). The AFI is published word-for-word without editorial review. Air Force Reserve supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

SUMMARY OF REVISIONS

This edition removes field grade officers from competition at both the unit and MAJCOM level (paragraph [7.3.1](#) and [7.3.2](#)); reduces the MAJCOM -level individual awards to three categories (paragraph [7.3.2](#)); separates the Julie Y. Cross and Doris R. McCrosson awards from the Security Forces category and placing them in Other Awards (paragraph [18](#)); limits MAJCOM-level individual awards to officer, enlisted, and civilian (paragraph [7.3.2](#)); combines the Individual Mobilization Augmentee nominees with the AFRC individual awards category (paragraph [7.4](#)); limits individual package endorsements to the unit commander with installation commander concurrence ([Attachment 2](#)); allows MAJCOM SFs to for-

ward individual packages electronically or with transmittal letter ([Attachment 2](#)); eliminates the requirement for photo negatives and personnel RIPs ([Attachment 2](#)); limits unit package endorsements to installation commanders ([Attachment 3](#)); allows MAJCOM CCs or CVs to forward unit packages electronically or with transmittal letter ([Attachment 4](#)).

Section A—Program Review

1. Command Responsibilities. Major commands (MAJCOM), including the Air National Guard (ANG), the Air Force Reserve (AFRC), field operating agencies (FOAs), and direct reporting units (DRUs), must ensure all eligible security forces units and individuals, both military and civilian, have the opportunity to compete in their respective categories. Future references to MAJCOMs pertain to above categories.

2. Evaluation Period. Calendar year (1 January through 31 December) is the evaluation period for individual awards; fiscal year (1 October through 30 September) for unit awards.

3. How to Submit Awards. Use formats in [Attachment 2](#), [Attachment 3](#), and [Attachment 4](#). Send only the original copy to HQ AFSFC/SFM, 1720 Patrick Street, Lackland AFB, TX 78236-5226. Nomination packages for individual awards must arrive not later than 15 February following the nomination year. Nomination packages for unit awards must arrive not later than 1 December of the nomination year.

4. Command-Level Selection Boards. Command-level selection boards will consist of senior security force officers, noncommissioned officers, and civilians.

5. Air Force Selection Boards. Per AFPD 36-28, a general officer or civilian equivalent will chair. The Air Force Director of Security Forces appoints senior security force officers, noncommissioned officers, and civilians to the board.

Section B—Individual Awards Program

6. Purpose . Acknowledge and encourage outstanding individual achievements and performance.

7. Award Categories and Eligibility:

7.1. Individual awards program submissions: nominees will be submitted in the category which is equal to the rank they held the majority of the calendar year. Individuals promoted on or before 1 July will be submitted in the category of their previous rank.

7.2. Colonel Billy Jack Carter Award. Each MAJCOM may nominate one individual military member, civilian employee, contract employee, or host-nation member in any grade. The award goes to the individual judged to have made the most significant contribution to protecting Air Force personnel or resources during the calendar year. The award is for a specific act, contribution, or event. Colonel Billy Jack Carter commanded the 377th Security Police Squadron, which distinguished itself at Tan Son Nhut Air Base, South Vietnam, during the Tet Offensive. Colonel Carter was the first career security police officer to be named the Air Force Director of Security Police.

7.3. MAJCOM Nominations. Each MAJCOM commander may nominate one individual in each of the following categories:

7.3.1. Unit Level Awards

7.3.1.1. Outstanding Security Forces Company Grade Officer Award (Captain, 1st or 2nd Lieutenant).

7.3.1.2. Outstanding Security Forces Flight Level Award(s) – Must work on flight performing security and/or police services duties. Military working dog handlers are included in this category.

7.3.1.2.1. Outstanding Security Forces Flight Level Senior Noncommissioned Officer Award (Master Sergeant and Senior Master Sergeant).

7.3.1.2.2. Outstanding Security Forces Flight Level Noncommissioned Officer Award (Sergeant through Technical Sergeant).

7.3.1.2.3. Outstanding Security Forces Flight Level Airman Award (Airman through Senior Airman).

7.3.1.3. Outstanding Security Forces Support Staff Award(s) – This includes any support function and any AFSC assigned to a Security Forces Unit (administration, information security, operations, combat arms, armory, vehicle support, supply, mobility, etc.).

7.3.1.3.1. Outstanding Security Forces Support Staff Senior Noncommissioned Officer Award (Master Sergeant and Senior Master Sergeant).

7.3.1.3.2. Outstanding Security Forces Support Staff Noncommissioned Officer Award (Sergeant through Technical Sergeant).

7.3.1.3.3. Outstanding Security Forces Support Staff Airman Award (Airman through Senior Airman).

7.3.1.3.4. Outstanding Security Forces Civilian Employee Award – Must be assigned to and working in a security forces unit.

7.3.2. Higher Headquarters Staff Awards. This category includes MAJCOMs, numbered Air Force organizations and other staff, this does not include air staff. Nominations will be forwarded to the applicable MAJCOM for competition in their board.

7.3.2.1. Outstanding Security Forces Higher Headquarters Company Grade Officer Award.

7.3.2.2. Outstanding Security Forces Higher Headquarters Noncommissioned Officer Award (Sergeant through Senior Master Sergeant).

7.3.2.3. Outstanding Security Forces Civilian Employee Award – Must be assigned to and working on a higher headquarters security forces staff).

7.4. ANG and AFRC Nomination Awards. ANG and AFRC may nominate one individual in each of the following categories (other MAJCOMs may submit one Individual mobilization augmentee [IMA] per category):

7.4.1. Outstanding Security Forces Air Reserve Component Company Grade Officer Award (Captain, 1st or 2nd Lieutenant).

7.4.1. (AFRC) Outstanding Fulltime Security Forces Air Reserve Component Company Grade Officer Award (Captain, 1st, or 2nd Lieutenant).

7.4.2. Outstanding Security Forces Air Reserve Component Senior Noncommissioned Officer Award (Master Sergeant and Senior Master Sergeant).

7.4.2. (AFRC) Outstanding Fulltime Security Forces Air Reserve Component Senior Noncommissioned Officer Award (Master Sergeant and Senior Master Sergeant).

7.4.3. Outstanding Security Forces Air Reserve Component Noncommissioned Officer Award (Sergeant through Technical Sergeant).

7.4.3. (AFRC) Outstanding Fulltime Security Forces Air Reserve Component Noncommissioned Officer Award (Sergeant through Technical Sergeant).

7.4.4. Outstanding Security Forces Air Reserve Component Airman Award (Airman through Senior Airman).

7.4.4. (AFRC) Outstanding Fulltime Security Forces Air Reserve Component Airman Award (Airman through Senior Airman).

7.4.5. Outstanding Security Forces Air Reserve Component Civilian Employee Award - Must be assigned to and working in a security forces unit.

7.4.5. (AFRC) Outstanding Traditional Reserve (TR) Security Forces Air Reserve Component Company Grade Officer Award (Captain, 1st, or 2nd Lieutenant).

7.4.6. (Added-AFRC) Outstanding TR Security Forces Air Reserve Component Senior Noncommissioned Officer Award (Master Sergeant and Senior Master Sergeant).

7.4.7. (Added-AFRC) Outstanding TR Security Forces Air Reserve Component Noncommissioned Officer Award (Sergeant through Technical Sergeant).

7.4.8. (Added-AFRC) Outstanding TR Security Forces Air Reserve Component Airman Award (Airman through Senior Airman).

7.5. (Added-AFRC) HQ AFRC/SF will accept one TR and one fulltime (AGR or ART) nominee as stated above from each submitting unit. These unit nominees will then compete in their respective categories. Once complete, those selected (TR and Fulltime) will then compete against each other to determine who will go forward as the single AFRC nominee in each AF Air Reserve Component (ARC) category.

8. Nominating Procedures.

8.1. Use the format in [Attachment 2](#). Send a full-length color photograph (5" by 7") without head-gear. Put the individual's rank or grade and full name on a self-adhesive label and place it on the back of the photograph.

8.2. The Colonel Billy Jack Carter Award. Limit the narrative to one single-spaced page of the AF Form 1206. Address only the specific acts, contribution, or events in narrative-style writing. Text will be narrative format and AF Form 1206 built-in font.

8.3. Active Duty Units. Send nominations to your MAJCOM. Limit the bullet narrative to one single-spaced page of the AF Form 1206. Text will be AF Form 1206 built-in font. The MAJCOM

selection boards will select one person in each category and send the nominations to HQ AFSFC/SFM.

8.4. Reserve component units. Follow these guidelines and, after final determinations have been made, forward as indicated in paragraphs 8.4.1. or 8.4.2. Limit the narrative to one single-spaced page of the AF Form 1206. Text will be AF Form 1206 built-in font.

8.4.1. ANG units will send nominations through their State Adjutant General to ANG/DOF, 1411 Jefferson Davis Highway, Suite 4300, Arlington VA 22202-3231.

8.4.2. AFRC units will send nominations to HQ AFRC/SF, 155 2nd St., Robins AFB GA 31098-1635.

8.4.3. ANG/DOF and HQ AFRC/SF will select and send one nomination for each category to HQ AFSFC/SFM.

8.5. Commanders will ensure all nominees meet the standards of appearance, bearing, and behavior.

9. Selection Criteria (other than the Colonel Billy Jack Carter Award):

9.1. Specific duty achievements - 60 percent.

9.2. Self-improvement efforts (career oriented) - 20 percent.

9.3. Meeting established standards of appearance and bearing -10 percent

9.4. Participation in military and civilian activities - 10 percent.

Section C—Unit Awards Program

10. Purpose. Complements the individual awards program by acknowledging and encouraging a sense of pride in the unit's performance of duty.

11. Award Categories and Eligibility:

11.1. Active Duty Large Security Forces Unit. An active duty security forces unit with 200 or more authorized people (including administrative and civilian personnel) as of 30 September of the nomination year.

11.2. Active Duty Medium Security Forces Unit. An active duty security forces unit with 115 to 199 authorized people (including administrative and civilian personnel) as of 30 September of the nomination year.

11.3. Active Duty Small Security Forces Unit. An active duty security forces unit with 114 or fewer authorized people (including administrative and civilian personnel) as of 30 September of the nomination year.

11.4. ANG Security Forces Unit. An ANG security forces unit of any size.

11.5. AFRC Security Forces Unit. An AFRC Category A security forces unit of any size.

12. Nominating Procedures. Each MAJCOM may nominate one active duty large, medium, and small security forces unit. The ANG and AFRC may nominate two security forces units each. The period of evaluation is the fiscal year. MAJCOMS may use existing available reports of previously accomplished

visits to assist in the evaluation and nomination process. MAJCOMs may not conduct inspections, evaluations or assessments of the nominated units for the purpose of enhancing the nominated unit. Limit the narrative to two single-spaced pages of the AF Form 1206 using the following format:

12.1. PART I. Identifying data.

12.2. PART II. Mission description (limit to 10 lines).

12.3. PART III. Unit accomplishments (give a description of accomplishments and their impact on the Air Force, base, military and civilian community in bullet format.)

12.4. PART IV. Unit members' accomplishments in bullet format.

12.5. PART V. Results of higher headquarters inspections, tests, and evaluations (DRUs may enter N/A in this section)

12.6. PART VI. Installation commander endorsement.

12.7. Text will be built-in AF Form 1206 font.

13. Selection Criteria:

13.1. Mission performance reflecting a high degree of credit to the Air Force.

13.2. Unit involvement in base/community service.

13.3. Individual performance of the unit members who enhanced unit integrity and contributed to the overall outstanding work of the unit.

13.4. Overall rating of satisfactory or better during formal inspections, tests, or any other evaluations conducted during the evaluation period.

14. Evaluating Finalists. A HQ USAF/XOF evaluation team will visit the finalists in each category to evaluate mission performance; appearance, morale, and discipline of unit members; availability and condition of equipment; appearance of facilities; perception of unit by base agencies and commander; and leadership. The team evaluates, rather than inspects, then reports its findings to the Air Force Director of Security Forces. Evaluation visits below HQ USAF/XOF level are not authorized.

14.1. Length of Evaluation Visits. The HQ USAF/XOF evaluation team chief for each category of visited units will standardize the amount of time spent with each unit to ensure equal exposure. Normally, large unit visits last approximately 3 days; medium unit visits last approximately 2 1/2 days; and small unit visits last approximately 2 days. Units will not conduct any social activities with the evaluation team prior to the official start of the evaluation or after the official termination.

Section D—Recognizing Award Winners

15. Purpose. Allows the Air Force Director of Security Forces, with the MAJCOM commanders and chiefs of security forces, to recognize individuals and units for their outstanding accomplishments.

16. Command Recognition. Chiefs of security forces at all command levels must ensure winning units and individuals receive full recognition. To do this, use base newspapers, commander's calls, and other media.

17. Awards Presentations. The MAJCOM and/or individual unit must provide funding for any travel.

17.1. Individual Awards

17.1.1. The Air Force Director of Security Forces presents individual awards at the US Air Force Security Forces Symposium or similar gathering.

17.1.2. Individual winners receive an engraved award and are authorized the award of the Air Force Recognition Ribbon (lapel pin for civilian) per Air Force Instruction (AFI) 36-2805, *Special Trophies and Awards*. HQ AFSFC will notify the award winner's military personnel flight on their eligibility via message.

17.1.3. Spouses of individual winners are authorized to accompany the award winners. Invitational orders will be prepared in accordance with AFI 33-328, *Administrative Orders (PA)*. These orders will be funded using MAJCOM and/or unit funds.

17.2. Unit Awards:

17.2.1. The Air Force Director of Security Forces or his representative will present the first-place unit awards at appropriate ceremonies.

17.2.2. Each first-place unit in the five categories will receive a trophy for permanent retention and display by the unit.

17.2.3. The runner-up in each unit category receives an engraved plaque for permanent retention. MAJCOM directors of security forces receive the plaques for presentation to the units at appropriate ceremonies.

18. Other Awards. Julie Y. Cross Memorial Award and Doris R. McCrosson Manager Award.

18.1. Julie Y. Cross Memorial Award (Federal Women in Law Enforcement). Each MAJCOM may nominate one individual female military member, civilian employee, contract employee, or host-nation member in any grade. This award honors an outstanding woman in federal law enforcement. The award is named in memory of U.S. Secret Service Agent Julie Y. Cross, who gave her life in the line of duty. The committee's objective is to recognize a woman who has displayed exceptional performance and serves as a model for women in the law enforcement profession. Competition for the award is open to all full-time women federal law enforcement agents or officers in the federal government.

18.2. Doris R. McCrosson Manager Award (Federal Women in Law Enforcement). Each MAJCOM may nominate one individual military member, civilian employee, contract employee, or host-nation member in any grade. This award recognizes the contributions of a federal manager of either gender toward the enhancement and promotion of career opportunities for women in federal law enforcement. The award is named in memory of Doris R. McCrosson, who served in many roles throughout her career, often described as a "scholar, teacher, poet, friend, beloved family member, advocate, advisor, and leader," in the continued support of women. She was instrumental in the establishment of the Interagency Committee on Women in Federal Law Enforcement (ICWIFLE). The competition is open to all federal government managers and supervisors having law enforcement responsibilities.

18.3. Each MAJCOM may submit a nomination for the Julie Y. Cross Memorial Award and the Doris R. McCrosson Manager Award to HQ AFSFC/SFM. Specific criteria for the two awards are included

in [Attachment 4](#). One nomination for each award will be selected and forwarded to the Women in Federal Law Enforcement Conference for consideration.

18.4. The Julie Y. Cross Memorial Award and Doris R. McCrosson Manager Award are presented at the annual Women in Federal Law Enforcement Conference. Air Force nominees will be recognized with the security forces individual winners.

19. Feedback. A feedback worksheet is provided ([Attachment 5](#)) for your comments.

RICHARD A. COLEMAN, Brig Gen, USAF
Director of Security Forces

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-328, *Administrative Orders*

AFPD 36-28, *Awards and Decorations Program*

AFI 36-2805, *Special Trophies and Awards*

AFI 36-801, *Uniforms for Civilian Employees*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFSFC—Air Force Security Forces Center

ANG—Air National Guard

ANGRC—ANG Readiness Center

ANGRC/SF—ANGRC, Chief of Security Forces

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRC/SF—AFRC, Chief of Security Forces

AFSC—Air Force Specialty Code

DRU—Direct Reporting Unit

FOA—Field Operating Agency

HQ—Headquarters

HQ USAF/XOF—HQ United States Air Force, Director of Security Forces

IMA—Individual Mobilization Augmentee

MAJCOM—Major Command

Attachment 2

**NOMINATION FORMAT FOR INDIVIDUAL AWARDS
(USE AF FORM 1206)
(ONE PAGE MAXIMUM)**

Use page one of the AF Form 1206 with the following headers.

- a. Duty accomplishments. List specific achievements and when they were accomplished.
- b. Any work in military and civilian community activities.
- c. Meeting standards of appearance and bearing.
- d. Self-improvement efforts (career oriented).

Supplemental Information and Chief Security Forces or Security Forces Unit Commander Nomination. (Separate page). Include the following data:

- a. Civilian education.
- b. Complete unit address and phone.
- c. Projected assignment--unit address and reporting date.
- d. Unit commander verification (limited to package content verification and quality factor review).
- e. Installation commander concurrence (limited to concur/nonconcur and signature).

MAJCOM/SF, ANG State Adjutant General, and HQ AFRC/SF will forward packages either electronically or with a single transmittal letter for all packages.

Attachments:

- 1. Photographs.** See paragraph 8.1. Civilians wear the uniform as in AFI 36-801, *Uniforms for Civilian Employees*, or clothing appropriate to their duties. If individuals are not available for photographs due to deployed duty assignment, the package should have an explanation attached.
- 2. Nomination Packages.** Send nomination packages in a portfolio double-pocket folder. You may use plastic page protectors.

Attachment 3**NOMINATION FORMAT FOR UNIT AWARDS
(USE UNIT/GROUP LETTERHEAD AND AF FORM 1206)****MEMORANDUM FOR** Command Channels

HQ AFSFC/SFM

IN TURN

FROM:**SUBJECT:** US Air Force Security Forces Unit Awards Program for Fiscal Year Ending 30 September
XXXX (identify category of nomination)**Part I. Identifying Data:**

- a. Unit Commander.
- b. Complete unit address.

Part II. Unit Mission Description: (limit to 10 lines).**Part III. Unit Accomplishments:** Use AF Form 1206 and limit the narrative, which will include Parts III, IV, and V, to two single-spaced typewritten pages of the AF Form 1206.

- a. Description and impact of mission accomplishments:
 - (1) Give a description and list duration of activities.
 - (2) Indicate specific highlights.
- b. Description of base/community accomplishments.

Part IV. Unit Members' Accomplishments:**Part V. Results of Higher Headquarters Inspections, Tests, and Evaluations:****Part VI. Installation Commander Endorsement:**

- a. Active Duty Units. Electronic transfer or transmittal letter from MAJCOM commander or vice commander.
- b. Reserve Component Units:
 - (1) Electronic transfer or transmittal letter from the ANG State Adjutant General and Director or Assistant Director, Air National Guard.
 - (2) Electronic transfer or transmittal letter from the Commander or Vice Commander, HQ AFRC.

NOTE: Send nomination packages in portfolio double-pocket folders. Use plastic page protectors, if desired.

Attachment 4**AWARDS CRITERIA****WOMEN IN FEDERAL LAW ENFORCEMENT****JULIE Y. CROSS MEMORIAL AWARD**

Eligibility: All full - time female law enforcement agents or officers in the Federal government. Each MAJCOM may submit a nomination for this award, pursuant to the instructions previously described.

Award criteria: Describe exceptional accomplishments in one of the following categories:

1. Displayed an unusual degree of courage, stamina, and a willingness to go above and beyond the call of duty, resulting in an exceptional heroic achievement in the field of law enforcement. Cite at least one example within the last 12 months.
2. Sustained a superior level of performance throughout her career. Cite three examples within the last 3 years.
3. Exhibits outstanding leadership qualities, enhances communication, and actively encourages interaction among women in law enforcement. Cite three examples within the last 3 years.

Deadline: Nominations must be received no later than 14 March of each year. Text will be 12- pitch, narrative or bullet format, and Times New Roman font. Mail nominations to:

HQ AFSFC/SFM

1720 Patrick St.

Lackland AFB TX 78236-5516

**FORMAT FOR NOMINATION FOR WOMEN IN FEDERAL LAW ENFORCEMENT
JULIE Y. CROSS MEMORIAL AWARD**

Name of Nominee:

Agency:

Title and Rank:

Business Address:

Business Phone:

Career History:

Accomplishments: Respond to awards criteria #1, #2, or #3 on separate paper. The response should be no longer than 3 pages and attached to this page.

Signature of Nominating Official:

Title of Nominating Official:

Name of agency official to be notified of final award selection: HQ USAF/XOF

Address: HQ AFSFC/SFM

1720 Patrick St

Lackland AFB TX 78236-5516

Telephone: Commercial (210) 671-0881; DSN 473-0881

**AWARDS CRITERIA
WOMEN IN FEDERAL LAW ENFORCEMENT
DORIS R. McCROSSON MANAGER AWARD**

Eligibility: The competition is open to all Federal government managers of both genders and supervisors having law enforcement responsibilities. Each MAJCOM may submit a nomination for this award, pursuant to the instructions previously described.

Award criteria: Describe exceptional accomplishments in one or more of the following categories (cite specific examples to demonstrate accomplishments):

1. Actively responsive to the problems of breaking system barriers in traditionally restrictive law enforcement assignments.
2. Consistently enhances promotional opportunities for women in Federal law enforcement.
3. Fosters recruitment efforts directed at increasing the number of women in law enforcement careers.
4. Instrumental in and supportive of developing career aspirations and goals of women in the field of law enforcement.

Deadline: Nominations must be received no later than 14 March of each year. Text will be 12- pitch, narrative or bullet format, and Times New Roman font. Mail nominations to:

HQ AFSFC/SFM

1720 Patrick St

Lackland AFB TX 78236-5516

**NOMINATION FORMAT FOR WOMEN IN FEDERAL LAW ENFORCEMENT
DORIS R. McCROSSON MANAGER AWARD**

Name of Nominee:

Agency:

Title and Rank:

Business Address:

Business Phone:

Career History:

Accomplishments: Respond to awards criteria on separate paper. The response should be no longer than three pages and attached to this page.

Signature of Nominating Official:

Title of Nominating Official:

Name of agency official to be notified of final award selection: HQ USAF/XOF

Address: HQ AFSFC/SFO

1720 Patrick St.

Lackland AFB TX 78236-5516

Telephone: Commercial (210) 671-0881; DSN 473-0881

Attachment 5**FORMAT FOR USERS FEEDBACK**

1. Users in the field are highly encouraged to submit comments on this document by removing this page and sending it to HQ AFSFC. Please fill out the following:

User: _____ Unit: _____

Address: _____ DSN: _____

2. Content.

- a. Does the document provide a conceptual framework for the topic?
- b. Is the information provided accurate? What needs to be updated?
- c. Is this instruction consistent with other AF documents?
- d. Can this instruction be better organized for the best understanding of the material presented?
- e. Is the information provided useful? If not, how can it be improved?

3. Writing and appearance. Where does the instruction need revision to make the writing clear and concise? What words would you use?

4. Recommended urgent change(s) (if any)?

5. Other comments:

6. Please mail to HQ AFSFC/SFM, 1720 Patrick St. Lackland AFB TX 78236-5516.